

MFASIS ACCOUNTING SYSTEM

REQUISITION

Function: Process Requisitions

OBJECTIVE:

To process requisitions (pre-encumbrances) on the MFASIS Accounting System

SOURCE DOCUMENTS NEEDED:

A requisition (pre-encumbrance) is recorded based on 1 of 3 documents

- Completed Purchase Requisition Form (Pre-assigned number)
- Completed Contract Release Form (Pre-assigned number)
- Completed Agency Specific Authorization if the requisition is to be used to record a pre-encumbrance of a service authorization (Agency assigned number)

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- Requisition Input Form (RQ)

MFASIS ACCOUNTING SYSTEM

REQUISITION NARRATIVE

Function: Process Requisitions

NARRATIVE

The MFASIS expenditure accounting system component provides a facility through which managers can procure goods and services to carry out their functions, exercise control over spending, and account for the goods and services purchased for both financial and cost accounting purposes.

A requisition represents the intent to incur an obligation. It has no affect on available funds. The system-assigned transaction code for requisitions is RQ.

Requisitions are entered into the MFASIS Accounting system to:

- A. Request Procurement of Goods
- B. Process Contract Releases
- C. Record Pre-Encumbrances Only
- D. Confirm Purchase Requisitions

Request Procurement of Goods On-line agencies will complete a Purchase Requisition form and enter the pre-encumbrance data into MFASIS. Off-line agencies will complete a Purchase Requisition form and forward it to the Bureau of Purchases for data entry. All agencies will forward a copy of the Purchase Requisition form to the Bureau of Purchases. The Bureau of Purchases will prepare a Purchase Order based on the Purchase Requisition form sent by the Agency and enter the encumbrance data into MFASIS. The Bureau of Purchases will reference the requisition transaction entered into MFASIS, when entering the encumbrance data into MFASIS.

Process Contract Releases The procedures to process contract releases are the same as procedures for processing a requisition to request the procurement of goods.

Record Pre-Encumbrances Only A requisition can be entered to record a pre-encumbrance for services which will be paid for at a later time. In this case, the agency does not need a Purchase Order to be issued by the Bureau of Purchases. On-line agencies who use the requisition for this purpose will enter the pre-encumbrance data into MFASIS but will not forward a Purchase Requisition form to the Bureau of Purchases. Off-line agencies will complete a Purchase Requisition form and forward it to the Bureau of Purchases for data entry only. Agencies are responsible for liquidating the outstanding pre-encumbrance by entering a payment voucher transaction to pay for services covered by the pre-encumbrance.

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REQUISITION NARRATIVE

Confirm Purchase Requisitions The procedures to process confirming purchase requisitions are the same as the procedures for processing a requisition to request the procurement of goods. In this case, agencies will write 'Confirming' on the Purchase Requisition form.

ACCOUNTING ACTIVITIES:

The RQ transaction will debit pre-encumbrances and credit reserves for pre-encumbrances in the general ledger. The pre-encumbrance amount for the allotment is increased. Total pre-encumbrances do not reduce an allotment's available funds.

On the MFASIS accounting system there is only one line available per RQ transaction. (Line amount equals the total amount per accounting distribution). If multiple lines (multiple account codes) are required then multiple requisitions must be prepared.

If there are occasions when the Bureau of Purchases must issue multiple purchase orders against one requisition (for example: two or more vendors are required to procure the goods); then only one Purchase order will reference the requisition. This will liquidate the RQ transaction. The additional Purchase Order(s) will not reference any Purchase Requisition.

Agencies will not be required to batch requisitions.

MFASIS RQ transactions will not be used for intragovernmental purchase transactions.

There are some specific rules concerning the modification of Requisitions on the MFASIS system. If a change in the account code is required and the PO has not been processed, then delete the RQ on the system and create a new RQ using the correct account code. If a change in the account code is required and the PO has been processed on the system; then the change can only be accomplished through a journal voucher, because the RQ has already been liquidated.

MFASIS ACCOUNTING SYSTEM

REQUISITION FORMS

Function: Process Requisitions

FORMS

- A. PURCHASE REQUISITION FORM
- B. CONTRACT RELEASE FORM
- C. AGENCY SPECIFIC FORM FOR SERVICE AUTHORIZATIONS

*(USE AN AGENCY SPECIFIC FORM
TO RECORD AGENCY SERVICE AUTHORIZATIONS)*

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REQUISITION USER PROCEDURES

Function: Process Requisitions

USER PROCEDURES

ON-LINE AGENCIES

A. REQUEST PROCUREMENT OF GOODS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency decides to procure goods.	Agency Personnel	Complete the Purchase Requisition form.
2. Receipt of completed Purchase Requisition form.	Agency Personnel	Access the MFASIS Accounting System and enter the Purchase Requisition data using the completed Purchase Requisition form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Put the RQ transaction on hold while awaiting approval by the agency supervisor.
3. RQ transaction has been entered into MFASIS. NOTE: Steps 2 and 3 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the RQ transaction. Please see your agency security coordinator to determine if this is the case.	Agency Personnel	Review the RQ transaction data and enter the agency approvals. Schedule the transaction for off-line processing if all the necessary approvals have been applied.
4. The RQ transaction has been entered and	Agency Personnel	Forward the Purchase Requisition form to the Bureau of Purchases.

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REQUISITION USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
approved at the agency level.		
5. Receipt of Purchase Requisition form.	Bureau of Purchases	See the Purchase Order Procedure section for procedures to use in processing a Purchase Order. Forward a copy of the Purchase Order to the agency.

B. PROCESS CONTRACT RELEASES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency decides to procure goods costing over \$1000 covered by a state contract	Agency Personnel	Complete the Contract Release form.
2. Receipt of completed Contract Release form.	Agency Personnel	Access the MFASIS Accounting System and enter the contract release data using the completed Contract Release form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Put the RQ transaction on hold while awaiting approval by the agency supervisor.
3. RQ transaction has been entered into MFASIS. NOTE: Steps 2 and 3 may be completed simultaneously if security for your agency has	Agency Personnel	Review the RQ transaction data and enter the agency approval. Schedule the transaction for off-line processing if all the necessary approvals have been applied.
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
been established to allow the same person to enter and process final approval of the		

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REQUISITION USER PROCEDURES

RQ transaction. Please see your agency security coordinator to determine if this is the case.		
4. The RQ transaction has been entered and approved at the agency level.	Agency Personnel	Forward the Contract Release form to the Bureau of Purchases
5. Receipt of Contract Release form	Bureau of Purchases	See the Purchase Order Procedure section for procedures to use in processing a Purchase Order. Forward a copy of the Purchase Order/Contract Release to the agency.

C. RECORD PRE-ENCUMBRANCES ONLY

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency has a need to record pre-encumbrances in MFASIS, but does not want a Purchase Order to be generated by the Bureau of Purchases.	Agency Personnel	Complete an agency specific form to record the pre-encumbrance.
2. Receipt of completed agency specific pre-encumbrance form.	Agency Personnel	Access the MFASIS Accounting System and enter the Purchase Requisition data using the completed agency specific pre-encumbrance form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Put the
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		RQ transaction on hold while awaiting approval by the agency supervisor.

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REQUISITION USER PROCEDURES

3. RQ transaction has been entered into MFASIS.	Agency Personnel	Review the RQ transaction data and enter the agency approval. Schedule the transaction for off-line processing if all the necessary approvals have been applied.
NOTE: Steps 2 and 3 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the RQ transaction. Please see your agency security coordinator to determine if this is the case.		
4. The RQ transaction has been entered and approved at the agency level.	Agency Personnel	File the agency specific pre-encumbrance form for agency use. Do not forward it to the Bureau of Purchases. The open requisition will be liquidated by a payment voucher.

D. CONFIRM PURCHASE REQUISITIONS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency has procured goods but requires a Purchase Order to be generated by the Bureau of Purchases. (Prior approval by the Bureau of Purchases is required.)	Agency Personnel	Complete the Purchase Requisition form. Write 'CONFIRMATION' legibly on the form.
2. Receipt of completed Confirming Purchase	Agency Personnel	Access the MFASIS Accounting System and enter
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
Requisition form.		the Purchase Requisition data using the completed Purchase Requisition form as input. See the SYSTEM INPUT

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REQUISITION USER PROCEDURES

		GUIDELINES section for data entry instructions. Put the RQ transaction on hold while awaiting approval by the agency supervisor.
3. RQ transaction has been entered into MFASIS. NOTE: Steps 2 and 3 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the RQ transaction. Please see your agency security coordinator to determine if this is the case.	Agency Personnel	Review the RQ transaction data and enter the agency approval. Schedule the transaction for off-line processing if all the necessary approvals have been applied
4. The RQ transaction has been entered and approved at the agency level.	Agency Personnel	Forward the Confirming Purchase Requisition form to the Bureau of Purchases. (Keep all invoices to process as Payment Vouchers upon receipt of Purchase Order.)
5. Receipt of Confirming Purchase Requisition form.	Bureau of Purchases	See the Purchase Order procedure section for procedures to use in processing a Purchase Order. Forward a copy of the Purchase Order to the agency.

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REQUISITION USER PROCEDURES

OFF-LINE AGENCIES

A. REQUEST PROCUREMENT OF GOODS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency decides to procure goods.	Agency Personnel	Complete the Purchase Requisition form. Forward the Purchase Requisition form to the Bureau of Purchases for data entry.
2. Receipt of completed Purchase Requisition form.	Bureau of Purchases	Access the MFASIS Accounting System and enter the Purchase Requisition data using the completed Purchase Requisition form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Approve the RQ transaction and schedule it for off-line processing. Return the source documents to the agency.
3. Receipt of Transaction Rejection Report.	Bureau of Purchases	Pull Requisitions rejected on overnight edits.
4. Receipt of accepted RQ transaction.	Bureau of Purchases	Correct RQ transactions. See the Purchase Order Procedure section for procedures to use in processing a Purchase Order. Forward a copy of the Purchase Order to the agency.

B. CONTRACT RELEASES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency decides to procure goods costing over \$1000 by a state contract.	Agency Personnel	Complete the Contract Release form. Forward the Contract Release form to the Bureau of Purchases for data entry.

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REQUISITION USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
2. Receipt of completed Contract Release form.	Bureau of Purchases	Access the MFASIS Accounting System and enter the contract release data using the completed Contract Release form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Approve the RQ transaction and schedule it for off-line processing.
3. The RQ transaction has been entered and approved.	Bureau of Purchases	See the Purchase Order Procedure section for procedures to use in processing a Purchase Order. Forward a copy of the approved Purchase Order/Contract Release to the agency

C. RECORD PRE-ENCUMBRANCES ONLY

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency has a need to record pre-encumbrances in MFASIS, but does not want a Purchase Order to be generated by the Bureau of Purchases.	Agency Personnel	Complete an agency specific form and a Purchase Requisition form to record the pre-encumbrance. Forward the Purchase Requisition form to the Bureau of Purchases for data entry. (Form must be clearly marked "Pre-Encumbrance Only".)
2. Receipt of completed Purchase Requisition form.	Bureau of Purchases	Access the MFASIS Accounting System and enter the Purchase Requisition data using the completed Purchase Requisition form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Approve the RQ transaction and schedule it for off-line processing. Return the source documents to the agency.
3. Receipt of data-entered Purchase Requisition form.	Agency Personnel	File the agency specific pre-encumbrance form and the purchase requisition form.

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D. CONFIRM PURCHASE REQUISITIONS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency has procured goods but requires a Purchase Order to be generated by the Bureau of Purchases. (Prior approval by the Bureau of Purchases is required.)	Agency Personnel	Complete the Purchase Requisition form. Write 'CONFIRMATION' legibly on the form. Forward the Purchase Requisition form to the Bureau of Purchases for data entry. (Keep all invoices to process as payment vouchers upon receipt of Purchase Order.)
2. Receipt of completed Purchase Requisition form.	Bureau of Purchases	Access the MFASIS Accounting System and enter the Purchase Requisition data using the completed Purchase Requisition form as input. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Approve the RQ transaction and schedule it for off-line processing. Return source documents to the agency.
3. Receipt of Purchase Requisition form.	Bureau of Purchases	See the Purchase Order procedure section for procedures to use in processing a Purchase Order. Forward a copy of the Purchase Order to the agency.

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REQUISITION SYSTEM INPUT

REQUISITION (RQ)

FUNCTION:	DOCID: RQ	02A	CR00169113	06/05/98 10:17:30 AM
STATUS: ACCPT	BATID:		ORG:	001-001 OF 001
H-				
REQUISITION INPUT FORM				
REQ DATE: 06 04 98 ACCTG PRD: BUDGET FY:				
ACTION: E TYPE: INTERNAL REF: COMMENTS:				
=====				
01-				
FUND: 014	AGENCY: 02A	ORGN: 1022	APPR UNIT: 012	
ACTIVITY:	FUNCTION:	OBJECT: 5650	BS ACCT:	
REPT CAT:		AMOUNT:	0.00	I/D:

FUNCTION:	DOCID: RQ	02A	CR00169113	06/05/98 10:17:51 AM
STATUS: ACCPT	BATID:		ORG:	001-001 OF 001
H-				
REQUISITION INPUT FORM				
REQ DATE: 06 04 98 ACCTG PRD: BUDGET FY:				
ACTION: E TYPE: INTERNAL REF: COMMENTS:				
=====				
01-				
FUND: 014	AGENCY: 02A	ORGN: 1022	APPR UNIT: 012	
ACTIVITY:	FUNCTION:	OBJECT: 5650	BS ACCT:	
REPT CAT:		AMOUNT:	0.00	I/D:

A Requisition (RQ) records the intention to purchase goods or services and pre-encumbers the funds for reporting.

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REQUISITION SYSTEM INPUT

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (<i>mm dd yy</i>) that you want to associate with these transactions, usually the current date. You cannot enter a future date.
Acct Period	Default infers the accounting period from Date of Record . If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter a future accounting period.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in some other fiscal year, enter the desired open fiscal year. You cannot enter a future budget fiscal year.
New/ Modification [Action]	<p>Default is New [N]. Valid values are:</p> <p>New [E] Indicates this is a new entry (new document).</p> <p>Modification [M] This lets you change the amounts of existing lines (not codes) or cancel a line (decrease a line amount to zero). On modification transactions, all values must match the original document.</p> <p>To change codes in an existing line, you must cancel that line and reenter a new line. You must do this on two different documents, since only one line is recorded on a document.</p>
Requisition Type	<p>Default is Default/No Change [blank]. Valid values are:</p> <p>Outside Vendor [1] The purchase is made from an outside vendor.</p> <p>Internal [2] The purchase is made between agencies within the entity.</p> <p>Default/No Change [blank] No change is made to the requisition type on a modification.</p>
Seller Fund (Internal Ref)	Conditional. Required if Requisition Type is Internal [2] ; otherwise, leave blank. Enter the fund you want credited for this sale. Refer to Fund Index (FUND) for valid values.
Seller Agency (Internal Ref)	Conditional. Required if Requisition Type is Internal [2] ; otherwise, leave blank. Enter the agency you want credited for this sale. Refer to Agency Index (AGCY) and

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REQUISITION SYSTEM INPUT

	Fund Agency Index (FAGY) for valid values.
Field	Description
Comments	Optional. Enter a descriptive note pertaining to this document.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document. Otherwise enter a valid fund.
Agency	Conditional. Required when Object is entered. Enter the agency paying for this item. Refer to Agency Index (AGCY) and the Fund Agency Index (FAGY) for valid values. If this is a modification document and Prior Document Reference on System Control Options (SOP2) is <i>Yes [Y]</i> , this field is optional. If entered, it must match the original document.
Org	Required. Enter a valid value from Organization Index (ORGN). If this is a modification document and Prior Document Reference on System Control Options (SOP2) is <i>Yes [Y]</i> , this field is optional. If entered, it must match the original document.
Appropriation Unit	Required if the Appropriation Control Option on Fund Index (FUND) is <i>C</i> (full control) or <i>P</i> (presence control). Enter the appropriation unit which will be charged for the items in this accounting line. Refer to Appropriation Index (EAPP) for valid values.
Activity	Default is inferred from Organization (ORG2), if it is included there. Enter the activity which will be charged for the items on this accounting line. See Activity Index (ACTV) for valid values. Values on documents override the values on Organization (ORG2).
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if Function is not entered on Organization (ORG2). Refer to Function (FUNC) for valid values. If this line references another document, the function entered in this field must match the other document.
Object	Required. Enter the value that best describes the item or service that is requisitioned. Do not enter a personal services object. Refer to Object Index (OBJT) for valid values. If this is a modification document and Prior Document Reference on System Control

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	Options (SOP2) is <i>Yes [Y]</i> , this field is optional. If entered, it must match the original
Field	Description
	document.
BS Account	Leave blank.
Reporting Category	<p>Conditional. Required when Object is entered and Reporting Category Required on Spending on Agency (AGC2) is:</p> <p><i>Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2], or Required on Expenditure Transactions [3].</i></p> <p>Otherwise, this field is optional. Refer to Reporting Category (RPTG) or Federal Aid Inference (FAIT) for valid values.</p> <p>If this is a modification document and Prior Document Reference on System Control Options (SOP2) is <i>Yes [Y]</i>, this field is optional. If entered, it must match the original document.</p>
Requisition Amount	<p>Required. Enter the dollar amount of the requisition, in dollars and cents (the decimal point is optional). Do not enter the dollar sign or commas. On modifying transactions, enter the amount of the change.</p> <p>The requisition line amount does not have to equal the purchase order line amount that references this requisition.</p>
Inc/Dec	<p>Default is <i>Increase [I]</i> on a new document. Required on a modification document. Valid values are <i>Dec [D]</i> or <i>Inc [I]</i>.</p>